

**THE UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Ref.No.JA.9/259/01/A/277**

**5<sup>th</sup> May, 2023**

**VACANCY ANNOUNCEMENT- RE ADVERTISED**

**1.0 BACKGROUND INFORMATION**

On behalf of Tanzania Posts Corporation (TPC), Public Service Recruitment Secretariat (PSRS) invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill four (4) vacant posts of the Director of Marketing and Public Relations, Director of e- Business, Financial and Agency, Head – Bureau De Change Unit and Head – Logistics Unit.

**2.0 TANZANIA POSTS CORPORATION (TPC)**

Tanzania Posts Corporation (TPC) was established by the Act of Parliament No.19 of 1993 and became operational on 1st January 1994 after the dissolution of the Tanzania Posts and Telecommunications Corporation by the end of December 1993. TPC, the country's only Public Postal Operator, is in the business of providing affordable, efficient and effective Universal Postal Services to all locations and people throughout the country.

The Corporation conducts its business within the framework of the National Postal Policy, Legislation governing Parastatals. Organizations, nationality and provisions set out in the license issued by the Tanzania Communications Regulatory Authority (TCRA) and the Universal Postal Union (UPU) conventions as ratified by the Government of the United Republic of Tanzania.

<b>POST</b>	<b>DIRECTOR OF MARKETING AND PUBLIC RELATIONS</b>
<b>EMPLOYER</b>	<b>TANZANIA POSTS CORPORATION (TPC)</b>
<b>REPORTS TO</b>	<b>POSTMASTER GENERAL</b>

<b>DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>i. To develop and implement strategies that effectively markets the TPC and its products and services to the public;</li> <li>ii. To lead a detailed assessment of client requirements for the market research service then design, define levels of activity and specify a course of action with prospect results;</li> <li>iii. To promote marketing and Sales activities for TPC products to the public via mobile, email, social networks and public digital and online adverts;</li> <li>iv. To carry out data collection and market intelligence for TPC's products, recognize situations, assess implications and evaluate options on the different ways of promoting TPC's products and services and make appropriate actions based on choices that support specific organization goals;</li> <li>v. To lead the development of marketing strategies in conjunction with major operational areas leading to the generation of an overall marketing strategy;</li> <li>vi. To develop and recommend an Annual Plan for the Directorate of Sales and Marketing and evaluate directorate performance against set work plans;</li> <li>vii. To promote product merchandising and development and other services to the public and carry out business analysis;</li> <li>viii. To develop the product, carry out test marketing and finally launch the product and promote products services and Brand Management for TPC;</li> <li>ix. To develop and execute Government and corporate sales strategy</li> <li>x. To develop the marketing strategy for new and existing products;</li> <li>xi. To manage the institution sales force by enabling them to meet their commercial objectives by providing them with appropriate tools, materials and presentations;</li> <li>xii. To review from time-to-time product pricing based on marketing intelligence;</li> <li>xiii. To manage social media presence and direct programs to improve social media reputation and recognition;</li> <li>xiv. To develop and deliver marketing and communications strategies for the organization;</li> <li>xv. To undertake continuous analysis of competitive environment and consumer trends; and</li> <li>xvi. To perform any other duties assigned by the Postmaster General.</li> </ul>
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<b>QUALIFICATIONS</b>	Holder of Master Degree in one of the following fields: Marketing, Business Communication, Business Administration majoring in Marketing, Entrepreneurship, Public Relations and Commerce or equivalent qualifications from a recognized Institution.
<b>WORK EXPERIENCE</b>	Working experience of at least ten (10) years of which two (2) years must be in Managerial Position.
<b>AGE LIMIT</b>	Not more than fifty four (54) years.
<b>TERMS OF EMPLOYMENT</b>	Five Years Contract Renewable Upon Satisfactory Performance.
<b>REMUNERATION/SALARY SCALE</b>	TPCSS 12
<b>APPLICATION TIME LINE</b>	Fourteen (14) days from the date of the advertisement.

<b>POST</b>	<b>DIRECTOR OF E- BUSINESS, FINANCIAL AND AGENCY</b>
<b>EMPLOYER</b>	<b>TANZANIA POSTS CORPORATION (TPC)</b>
<b>REPORTS TO</b>	<b>POSTMASTER GENERAL</b>
<b>DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>i. To formulate and implement short and long-term business plans for each SBU (E-Business, Financial and Agency) and put monitoring and evaluation mechanism;</li> <li>ii. To achieve E-Business, Financial and Agency targets and ensuring financial targets and other agreed targets are met;</li> <li>iii. To review working practices to ascertain if it is successful and if not, devise an alternative;</li> <li>iv. To make sure safety regulations are adhered to as appropriate;</li> <li>v. To attend satisfaction needs of customers and respond accordingly;</li> <li>vi. To install and implement an efficient performance management system for each SBU and build physical and non-physical resource capacity;</li> <li>vii. To pursue financial viability of the Corporation through commercialization and product diversification; and</li> <li>viii. To be responsible for ensuring that each SBU adhere to operational rules and quality standards and that the same are reviewed and updated to adapt them to customer needs.</li> </ul>

<b>QUALIFICATIONS</b>	Holder of Master Degree in one of the following fields: in Business Administration, Commerce, Public Administration, Information Technology, Computer Engineering, Computer Science, Business Management, Social Sciences, Economics and Finance, Banking and Finance or equivalent qualification from a recognized institution.
<b>WORK EXPERIENCE</b>	Working experience of at least ten (10) years of which two (2) years must be in Managerial Position.
<b>AGE LIMIT</b>	Not more than fifty four (54) years.
<b>TERMS OF EMPLOYMENT</b>	Five Years Contract Renewable Upon Satisfactory Performance.
<b>REMUNERATION/SALARY SCALE</b>	TPCSS 12
<b>APPLICATION TIME LINE</b>	Fourteen (14) days from the date of the advertisement.

<b>POST</b>	<b>HEAD – BUREAU DE CHANGE UNIT</b>
<b>EMPLOYER</b>	<b>TANZANIA POSTS CORPORATION (TPC)</b>
<b>REPORTS TO</b>	<b>POSTMASTER GENERAL</b>
<b>DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>i. To manage overall performance of Bureau De change business in alignment with BOT requirements;</li> <li>ii. To prepare short, medium and long-term plans for Bureau De change business;</li> <li>iii. To create and maintain positive relationship with other stakeholders;</li> <li>iv. To prepare and coordinate Bureau De Change Committee matters;</li> <li>v. To follow up implementation of decisions made by Bureau De Change, to TPC management and the Board of Directors; and</li> <li>vi. To prepare periodic performance reports.</li> </ul>
<b>QUALIFICATIONS</b>	Holder of Master Degree in one of the following fields: Business Administration, Economics, Commerce, Public Administration, Accountancy, Finance, Economics and Finance, Banking and Finance or equivalent qualification from a recognized institution.
<b>WORK EXPERIENCE</b>	Working experience of at least eight (8) years and must be at Senior Position.
<b>AGE LIMIT</b>	Not more than fifty four (54) years.

<b>TERMS OF EMPLOYMENT</b>	Five Years Contract Renewable Upon Satisfactory Performance.
<b>REMUNERATION/SALARY SCALE</b>	TPCSS 09
<b>APPLICATION TIME LINE</b>	Fourteen (14) days from the date of the advertisement.

<b>POST</b>	<b>HEAD – LOGISTICS UNIT</b>
<b>EMPLOYER</b>	<b>TANZANIA POSTS CORPORATION (TPC)</b>
<b>REPORTS TO</b>	<b>POSTMASTER GENERAL</b>
<b>DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>i. To prepare and control Local and International routing schedules;</li> <li>ii. To implement Quality Improvement programs (Performance measurements, IBIS, track and trace, home delivery etc);</li> <li>iii. To manage transport of Government and private letters, packets, parcels and passengers within and outside the Country;</li> <li>iv. To provide clearing and forwarding services;</li> <li>v. To management of organization fleet; and</li> <li>vi. To prepare periodic performance reports on Logistics and clearing and forwarding services.</li> </ul>
<b>QUALIFICATIONS</b>	Holder of Master Degree in one of the following fields: Logistics Management, Clearing and Forwarding, Business Administration majoring in Economics, Economics, Commerce majoring in Economics or equivalent qualification from a recognized institution.
<b>WORK EXPERIENCE</b>	Working experience of at least eight (8) years and must be at Senior Position.
<b>AGE LIMIT</b>	Not more than fifty four (54) years.
<b>TERMS OF EMPLOYMENT</b>	Five Years Contract Renewable Upon Satisfactory Performance.
<b>REMUNERATION/SALARY SCALE</b>	TPCSS 09
<b>APPLICATION TIME LINE</b>	Fourteen (14) days from the date of the advertisement.

### 3.0 GENERAL CONDITIONS

- i. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers.
- ii. All applicants must be Citizens of Tanzania.
- iii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iv. Applicants should apply on the strength of the information given in this advertisement.
- v. Applicants must attach their certified copies of the following certificates: -
  - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
  - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
  - Form IV and Form VI National Examination Certificates;
  - Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable); and
  - Birth certificate.
- vi. **Attaching copies of the following certificates is strictly not accepted: -**
  - **Form IV and Form VI results slips; and**
  - **Testimonials and Partial transcripts.**
- vii. An applicant must upload a recent Passport Size Photo in the Recruitment Portal.
- viii. An applicant employed in the Public Service should route his application letter

through his respective employer.

- ix. An applicant who is retired from the Public Service for whatever reason should not apply.
- x. An applicant should indicate three reputable referees with their reliable contacts.
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE).
- xiii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, P.O. Box 2320, Utumishi Building-University of Dodoma and Dr. Asha Rose Migiro Buildings - Dodoma.
- xiv. Deadline for application is **18<sup>th</sup> May, 2023**;
- xv. Only shortlisted candidates will be informed the date of interview; and
- xvi. Presentation of forged certificates and other information will necessitate legal action;

**NOTE:** *All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**')*

**Released by:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**